

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u>	Master Officer	<u>Revision Date:</u>	7/15
		<u>EEO Category:</u>	Protective Service
		<u>Status:</u>	Non-exempt
		<u>Control No:</u>	36408

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of a Police Sergeant, provides a range of advanced emergency police services. Enforces criminal laws and county and city ordinances.

III. Essential Duties:

- Communicate effectively with merchants, businesses and citizens identifying problem areas or concerns.
- Work closely with merchants, businesses and citizens in solving problems within the community.
- Gather information through observation and public interaction. Articulate the information through written reports.
- Provide a sense of security for businesses and citizens within the community.
- Enforce local and state laws, including traffic codes.
- Operate a police vehicle safely and effectively according to departmental and EVO policy (skills and pursuit courses).
- Communicate effectively in the English language, both verbally and in writing. Possess the ability to write in a thorough, legible and professional manner.
- Provide for protection and security of citizens through the application of appropriate arrest control techniques.
- Respond to and investigate reports of criminal offenses.
- Utilize lethal and non-lethal weapons effectively within departmental guidelines.
- Interact with, and when necessary, control persons experiencing emotional, psychological or other disorders in a successful manner prescribed by departmental policy.
- Patrol city neighborhoods routinely.
- Respond to calls for service in the community.

Specialty Assignments:

- Specialty assignments include, but are not limited to: Police Service Dog (PSD), Traffic, Investigations, Special Weapons and Tactics (SWAT), NOVA and School Resource.

IV. Marginal Duties:

- Make court appearances when necessary.
- Perform other duties as assigned.

V. Qualifications:

- Must meet all qualifications required to be a Police Officer.
- Has been or is currently a specialist in two of the following assignments for a minimum of one year per specialty, and a collective service of four years total: SWAT, Accident Investigation, K-9, Hostage Negotiation, TASER Instructor, Crime Scene Technician, Detectives (includes SRO), EVO Instructor, Motors, Firearms Instructor, Defensive Tactics Instructor, Less-lethal Specialist, Department Armor, CIT, DRE, Peer Support Team Member / Mentor, FTO, CRT, FIDO / Marijuana, POU (Public Order Unit) Instructor, Participant in Department Committee (Equipment, Uniform, Safety, etc.), Department "Fit Test" Coordinator / Asst. Coordinator., Background Investigator.
 - May also substitute Bachelor's / Master's degree, or four years of military service.
- As a Police Officer, must have attended at least one department training the year prior to becoming a Master Officer (i.e. policy review, leadership skills, OIC responsibilities).
- Must be to at least Step 7 of the Police Officer pay scale, with at least 1 year of service as an officer with the Sandy City Police Department. (*Note: Officers who meet all requirements, will only advance to the Master Officer pay scale at the beginning of the fiscal year.*)

- Not exceed 24 hours of disciplinary time resulting from officer misconduct during the previous year.
- Once Master Officer has been obtained, an officer must complete the following to be eligible for subsequent step increases (in addition to a favorable year-end performance review):
 - Maintain an active status in one of the specialty assignments listed above.
 - Must attend at least one department training a year.
 - Not exceed 24 hours of disciplinary time during the previous year.
- For Lateral Officers entering the department with 7 or more years of service:
 - Officers must be to at least Step 7 of the Police Officer pay scale, with at least 1 year of service as an officer with the Sandy City Police Department.
 - Officers may move to Master Officer pay scale upon successful completion of probationary period, in addition to meeting all other requirements.
 - Officers who complete probation mid-year will move to the Master Officer pay scale immediately. From that point on, officers will only advance on the pay scale at the beginning of the fiscal year.

Certifications/Licenses: Requires a valid Utah driver's license. Must be current on all mandatory department certifications including: Defensive Tactics, Firearms, Ability Run, EVO, and TASER. Must pass and maintain Utah POST certification.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Criminal and traffic laws; rules of proper verbal and written communication; ethical principles; principles of self-defense.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money and tools; great responsibility for decisions that affect the lives and well-being of others; use of sound judgment when deciding when to take police action and what situations warrant an arrest.

Communication Skills: Ability to effectively counsel, persuade and inform others regarding city operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively often under hostile and stressful circumstances; relate positively and professionally with legal counsel, judicial, administrative and legislative officials, press representatives, co-workers and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Tool, Machine, Equipment Operation: Regular use of a hand-held walkie talkie, a police vehicle, two-way radio, computer, word processing software, calculator, copy machine and firearms. Must be able to type at least 30 words per minute (typing test required).

Analytical Ability: Great initiative and ingenuity is necessary; constant alertness to react to unexpected situations; collect and rapidly assimilate facts; organize, analyze and retain familiarity with large numbers of complex court cases; research effectively; maintain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.

VI. Working Conditions:

Physical Demands: Duties of job require moderate to heavy physical exertion including running, climbing, kneeling, stooping and balancing; constant seeing and hearing. Employee typically handles office equipment, objects or controls and other types of equipment; frequently communicates with others. Employee will sit or stand for long periods of time and may move up to 150 pounds. Constant attendance is required.

Working Conditions: Great pressure and fatigue exist during a normal workday due to moderate exposure to stressful situations, overtime, deadlines and contact with the public. Frequent exposure to unpleasant or hazardous conditions caused by the handling of dangerous situations. The noise level is usually moderate. Work assignments are broad and performed with little or no supervision or checking; work procedures are established, refer only unusual cases to supervisor; must work in all weather conditions as well as all types of environmental and physical hazards. Position includes rotating shift work, including days, graveyard, weekends and holidays.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL APPROVED BY:_____ DATE:_____